



## UNION JOB DESCRIPTION

JD827

<b>JOB TITLE:</b>	Biomedical Engineering Technologist - Supervisor	<b>JOB DESCRIPTION NO.:</b>	P.VI.69824.001
<b>CLASSIFICATION:</b>	Biomedical Engineering Technologist S2 - Up to 8 FTE	<b>GRID/PAY LEVEL:</b>	H-E-S2A
<b>COLLECTIVE AGREEMENT:</b>	Health Science Professionals	<b>HSCIS NO.:</b>	51821
<b>UNION:</b>	HSA	<b>JOB/CLASS CODE:</b>	51821
<b>PROGRAM/DEPARTMENT:</b>	Facilities Operations, Biomedical Engineering	<b>BENCHMARKS (If Applicable):</b>	
<b>REPORTING TO:</b>	Manager, Biomedical Engineering or designate		
<b>FACILITY/SITE:</b>	VIHA: Nanaimo Regional General Hospital; VIHA SI: (VGH, RJH)		

### JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority, patient safety is a priority and a responsibility shared by everyone at VIHA; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Manager or designate, the Biomedical Engineering Technologist Supervisor supervises designated staff, including Biomedical Engineering Technologists; inspects, tests, maintains and repairs biomedical and other equipment; provides evaluation and assessment of new equipment, including modifying equipment to improve performance and safety; provides technical advice to equipment users; and supervises assigned Biomedical Engineering services for a multi-site operation, including attending at the various sites, and performing related administrative duties.

### TYPICAL DUTIES AND RESPONSIBILITIES:

1. Participates in the selection, orientation, training and evaluation of employees and students as required. Communicates policies, programs and procedures to designated staff through meetings, by written form, and by providing verbal direction. Investigates and problem solves employee issues in accordance with Vancouver Island Health Authority policies and procedures, referring contentious and disciplinary issues to the Manager.
2. Directs, supports, coaches, mentors and evaluates designated staff, including other Biomedical Engineering Technologists. Conducts annual performance reviews, reporting significant performance issues to the Manager.
3. Directs the preparation and distribution of staff work schedules, and plans the most efficient use of staffing resources.
4. Inspects, diagnoses problems, repairs, tests and calibrates biomedical and other equipment pertaining to various designated areas of the hospital such as Radiology, Laboratory, Anaesthesia, and the Operating Room.
5. Schedules and performs scheduled preventative maintenance and corrects minor problems to ensure manufacturer specifications, warranty requirements, and hospital safety and performance standards are met.
6. Performs acceptance tests and installs new biomedical and electronic equipment in accordance with departmental procedures. Monitors the installation of equipment by vendors to ensure conformance with specifications.

7. Provides technical advice and training regarding the use and care of biomedical and electronic equipment and shares expertise through various methods, such as orientation and delivery of in-services for staff and other health care professionals. Demonstrates operation of equipment and determines training and orientation requirements for designated staff. Maintains service reports by recording details of repair, maintenance and calibration and other related information in accordance with department policies and procedures.
8. Provides input in the pre-purchase evaluation of new biomedical and electronic equipment as required. Uses computer-based information and published sources of product and technical data to determine equipment service and parts supply options. Communicates with manufacturers, distributors, other institutions, and colleagues regarding the support of biomedical and electronic equipment. Modifies, redesigns and/or fabricates biomedical and electronic equipment as required.
9. Represents Biomedical Engineering Services and participates in various teams and committees, both within and outside the hospital setting, to facilitate the interdisciplinary approach in the planning, coordination and delivery of patient care to achieve desired outcomes as delegated or required.
10. Monitors expenditures and operational requirements for services and equipment, providing input and information and making budget recommendations to the Manager. Maintains adequate inventory and supply of equipment, tools and materials by approving stores and purchase requisitions and receiving goods and supplies in accordance with established procedures.
11. Participates in Continuous Quality Improvement by conducting audits, completing appropriate reports, monitoring clinical indicators and satisfaction surveys, providing feedback, identifying and following up on risk factors and making recommendations for improvement to the Manager.
12. Participates in the annual development of goals and objectives for Biomedical Engineering Services incorporating the mission, vision, values, philosophy, policies, and standards of the Vancouver Island Health Authority. Implements departmental policies and procedures to achieve goals and objectives. Participates in ongoing service evaluation and resolves operational issues, referring more complex issues to the Manager.
13. Operates a motor vehicle, such as a car, to attend at the various sites.
14. Performs other related duties as required.

## **QUALIFICATIONS:**

### **Education, Training And Experience**

Graduate of a recognized program in Biomedical Engineering Technology plus five years' of recent, related experience or an equivalent combination of education, training and experience. Current certification with the Applied Science Technologists and Technicians of British Columbia as an Applied Science Technologist. Valid Class 5 vehicle license.

### **Skills And Abilities**

- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Physical ability to carry out the duties of the position.
- Ability to supervise.
- Ability to organize work.
- Ability to operate related equipment.